bksb

Excellence in skills development

STUDENT USER GUIDE

bksb is an English and Maths online assessment. It looks at where your strengths and areas for improvement are. The tests will identify any skill gaps within literacy and numeracy. We will use the results to arrange support, if appropriate

1. Go to the College website www.greenhead.ac.uk and from the left hand menu select bksb. Click on the link to access the assessment

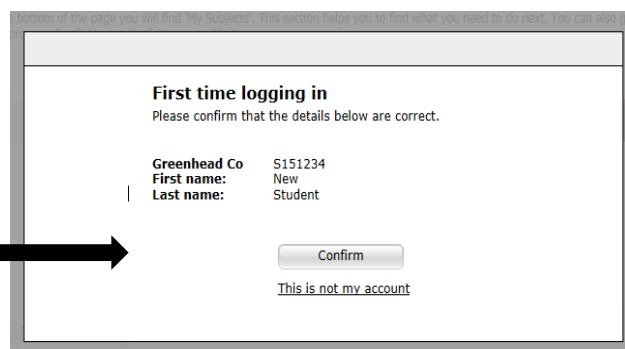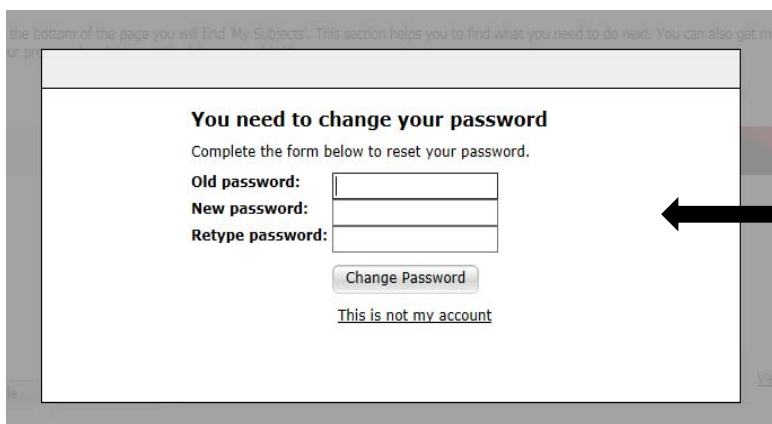2. In this first box enter your user name which is your student number beginning **S15** followed by your personal 4 digit number, for example **S151234** (you will find this on your student card)
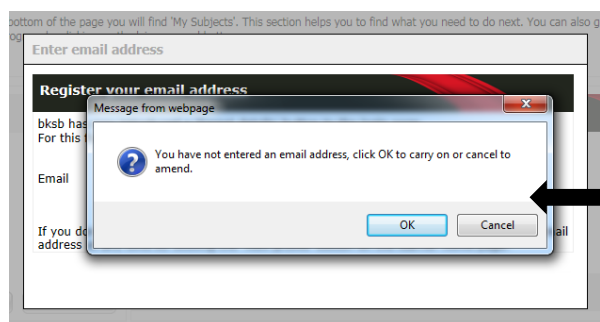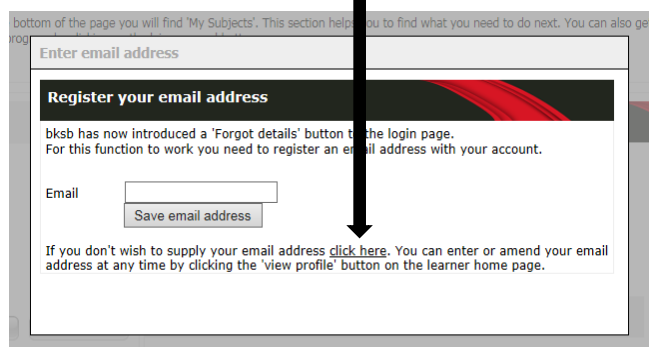
Password is 'password' (default setting).

First time logging in
Please confirm that the details below are correct.

Greenhead Co   S151234
First name: New
Last name: Student

Confirm

This is not my account

3. Confirm that your details are correct.

You need to change your password
Complete the form below to reset your password.
Old password:
New password:
Retype password:

Change Password

This is not my account

4. Change your password – **Don't forget to make a note of what it is**.

5. You do **not** need to add your email at this point –click here.

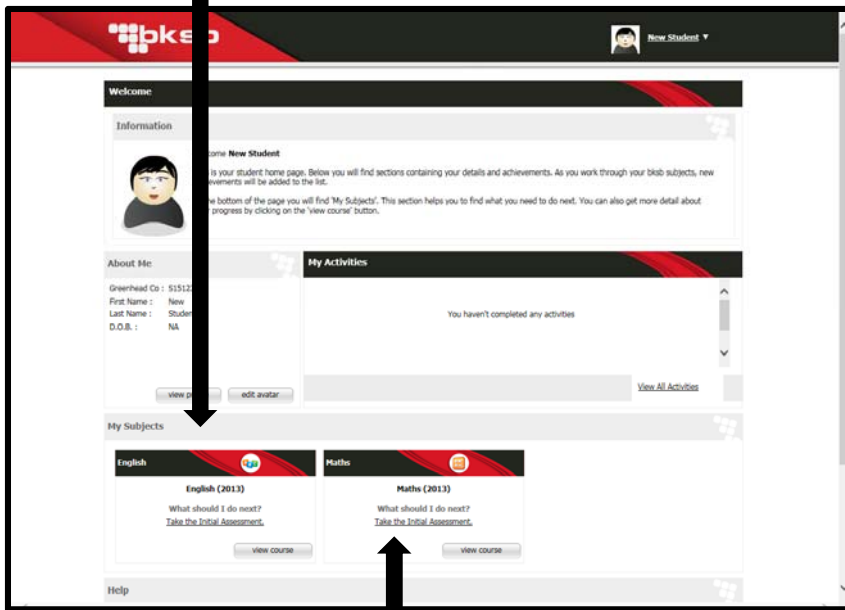**Register your email address**
bksb has now introduced a 'Forgot details' button to the login page.
For this function to work you need to register an email address with your account.

Email
Save email address

If you don't wish to supply your email address click here. You can enter or amend your email address at any time by clicking the 'view profile' button on the learner home page.

Enter email address

Register your email address

Message from webpage

? You have not entered an email address, click OK to carry on or cancel to amend.

OK   Cancel

6. Select OK

WELCOME PAGE

7. Under **My Subjects** you will see English (2013) and Maths (2013).

You can choose which subject you do first.
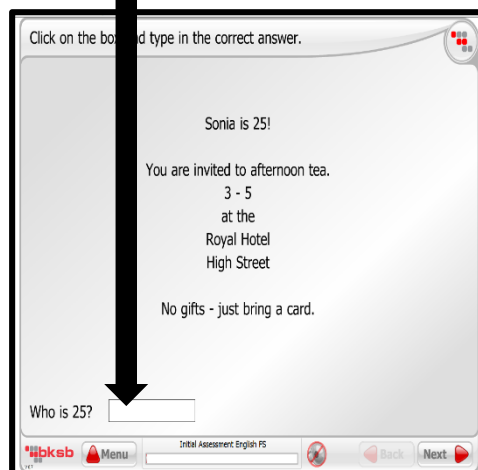

MATHS

When completing the Maths assessment you will need scrap paper and a pen as you are **NOT** allowed to use a calculator unless the interactive calculator pops up on the screen for you to use.

ENGLISH

When completing the English assessment, make sure that you scroll down the questions to ensure you have read all the text.

8. When you are ready click on take the initial assessment

9. The assessment is not timed and you do not have to complete it in one go. To exit the test click on **Menu** and then **Exit Activity.** Next time you log on it will take you to where you finished.

10. When you have completed the assessment, click on the results button

Note: If the page you are working on freezes, follow step 9, **Exit Activity.**

If you experience any difficulties accessing or completing the test, please mention this to your tutor when you start at College.